# UPLOADING YOUR PROGRAM FILE VIA FILEZILLA

For your Protection: There is no such thing as perfect software, often a software program may have several issues and could potentially have security vulnerabilities that can leave your computer open to attacks and/or compromise your computer and your data. The Edina Playback Facility recommends that you backup your computer prior to making any system changes such as, but not limited to, installing or removing software programs. The EPF makes no representations about the suitability of the information contained in the "Help documentation" and related materials for any purpose. All such documents are provided "as is" without warranty of any kind. The EPF is not responsible for computer malfunction, data loss or any other system failures resulting from following EPF's Help Documentation.

1. For most users, uploading a program file to the Edina Playback Facility's FTP server via the web interface works fine. Others, however, may find that their uploads hang or take too long.

   Producers experiencing such issues may alternately login to the backend of the EPF server using an FTP program. Although you can use any number of FTP programs, the Edina Playback Facility recommends Filezilla simply because it is the only FTP program for which it will provide user support.

   Open up your favorite web browser and search for 'filezilla download.' (Note: using search engines other than Google may yield results that look different than the graphic below.)
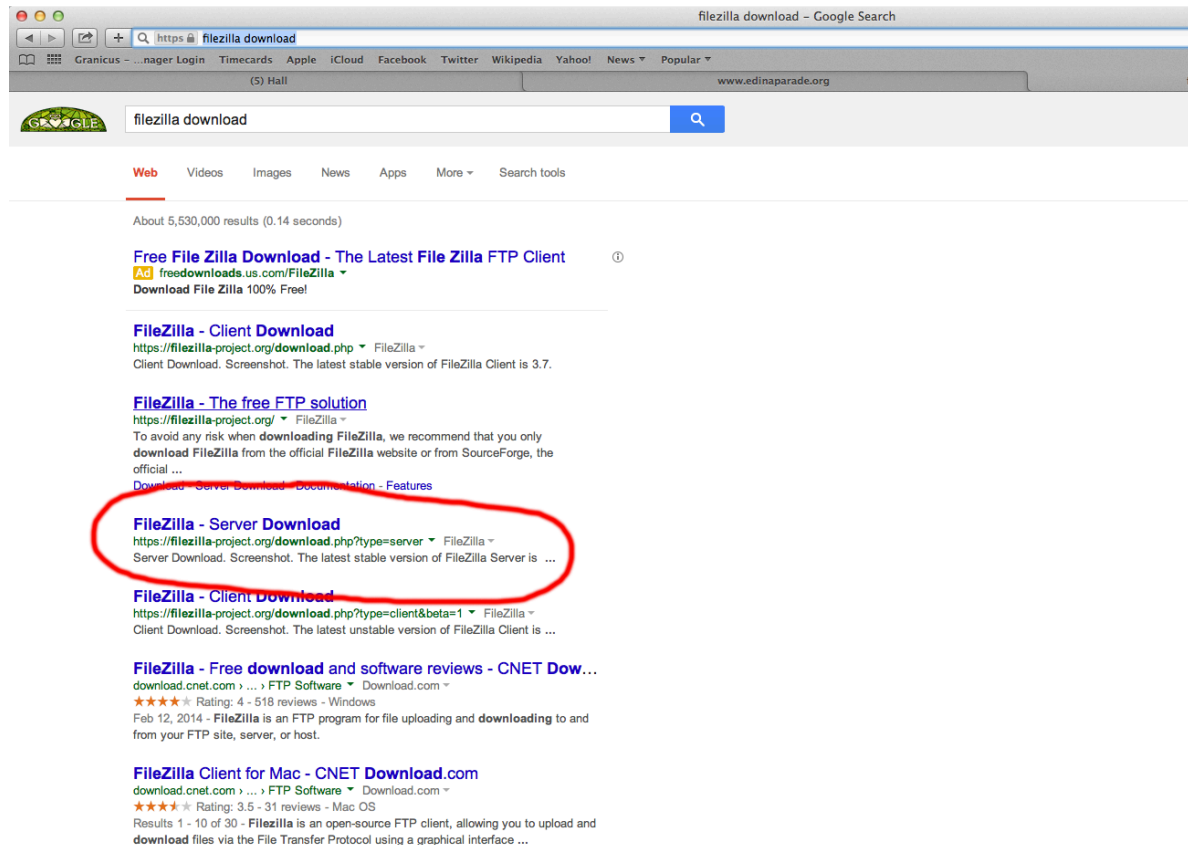
The site you will go to is https://filezilla-project.org. Please note the warning on their website: "*To avoid any risk when downloading FileZilla, we recommend that you only download FileZilla from the official FileZilla website or from SourceForge, the official download partner of FileZilla and many other open source projects.*"

If you receive any suspect warnings when downloading Filezilla, please refrain from installing the software and call the Edina Playback Facility for support.

2. Please choose 'Download Filezilla **Client**' as shown below.
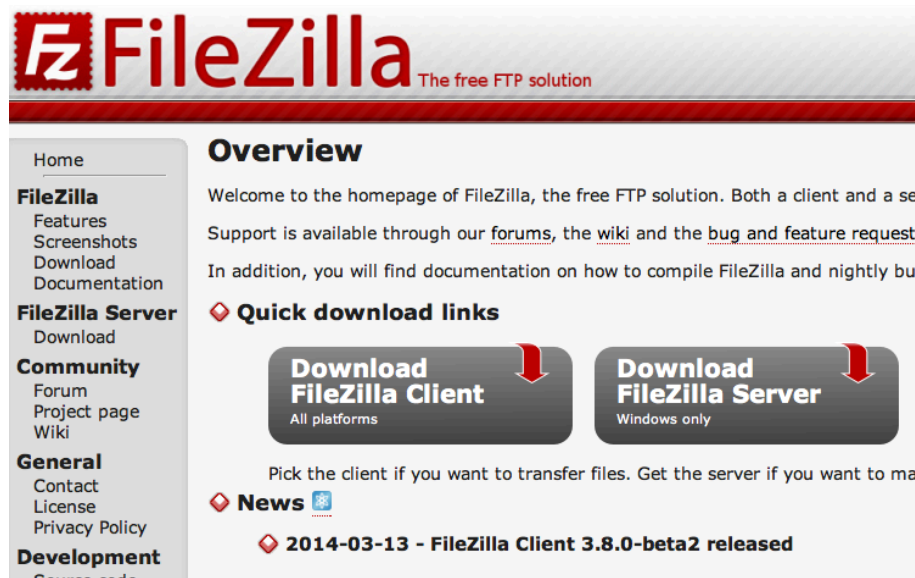
3. **FOR MAC USERS, SKIP TO STEP 10**. PC Users: Click the big green 'Download Now' button. Windows users should automatically get a link to a Windows-compatible version of this software.

Note: Download and Installation processes may vary from depending on what version of Windows you are running. If the process differs significantly from what is shown below and you need help working through it, please contact the Community Television Administrator.

Note: You may get a 'User Control' window asking permission for the program to make changes to the computer either during download and/or installation. Click 'Yes.'
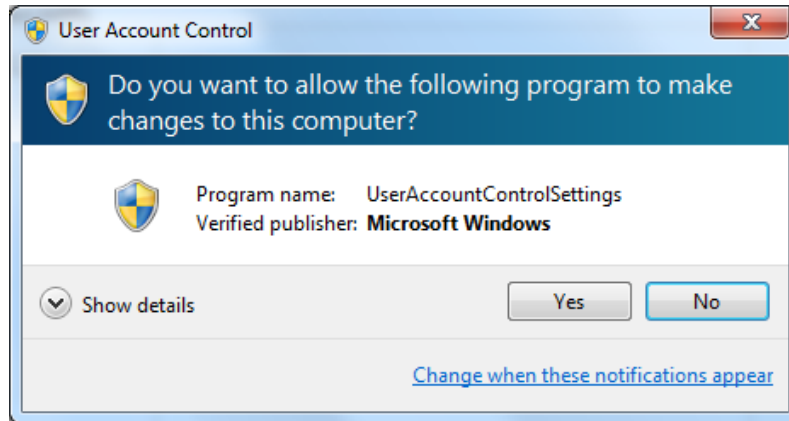
4. Open up the program file and run it.

   To run the program from the browser, look for the rectangular button with the filename in a gray task bar in the lower corner of your screen. Double-click it, or click on the little arrow drop-down and choosing 'run.'
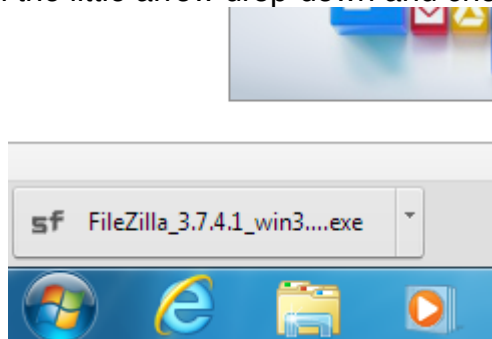
   OR navigate to the folder where the file was saved. Typically, Windows will save downloaded files to the 'Downloads' folder. Navigate to this folder and double-click the 'FileZilla_yadda yadda_winsetup.exe' file.
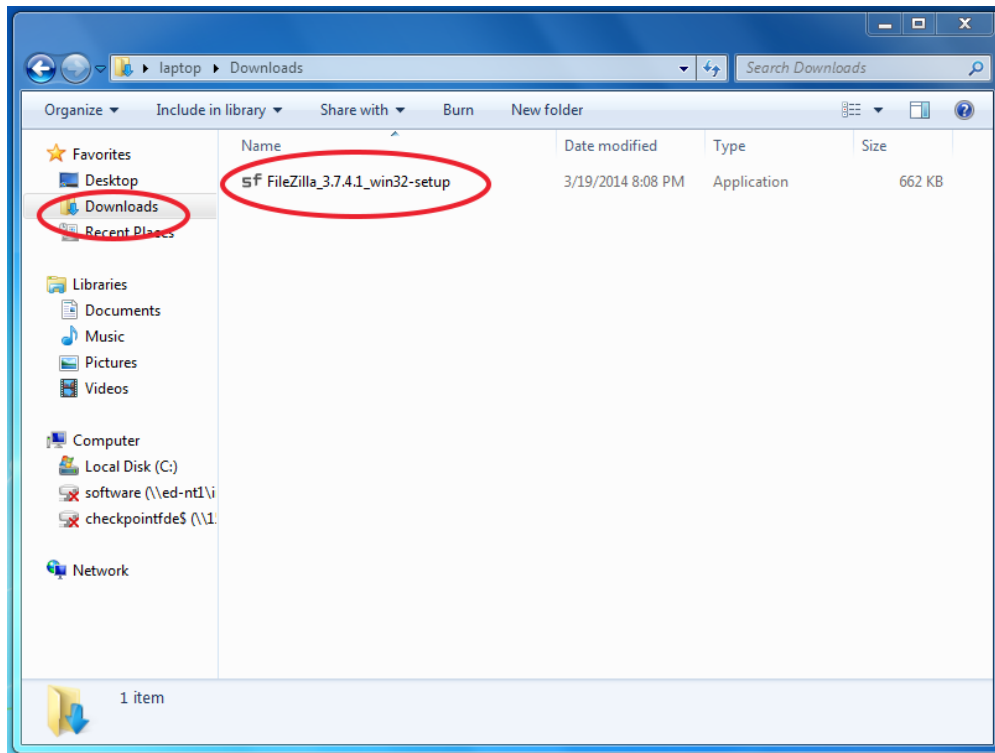
5. You will likely get a security warning asking you if you'd like to run this file. The answer is 'Yes.'
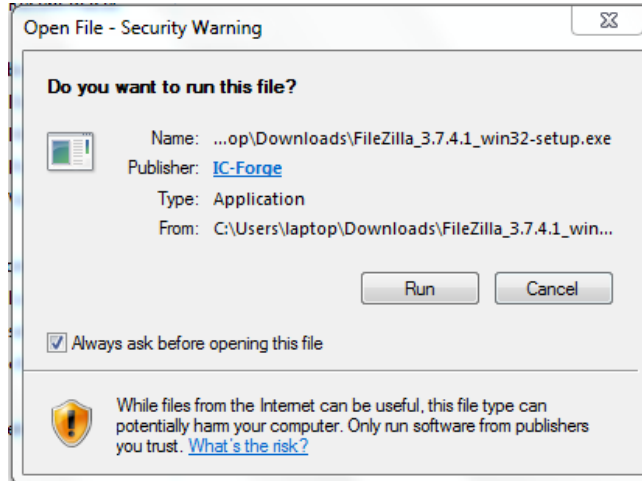
6. In order to install FileZilla, you will have to first go through the process of installing the SoundForge Download Manager. (But why? Because FileZilla is a free software…and free is never easy.) Read through the prompts as you install. Click 'Next.'

This *free* software is now going to try to get you to install some other programs that will just clutter up your computer. **Please look at the next slide carefully.** You will want to choose 'Advanced Installation.' Uncheck all of the checkboxes as they appear in the picture. These are the irritating little programs that this whole file package is trying to install along with FileZilla. Click 'Accept.'

Two more windows of this phase: Click 'Accept,' and then 'Install Now.'
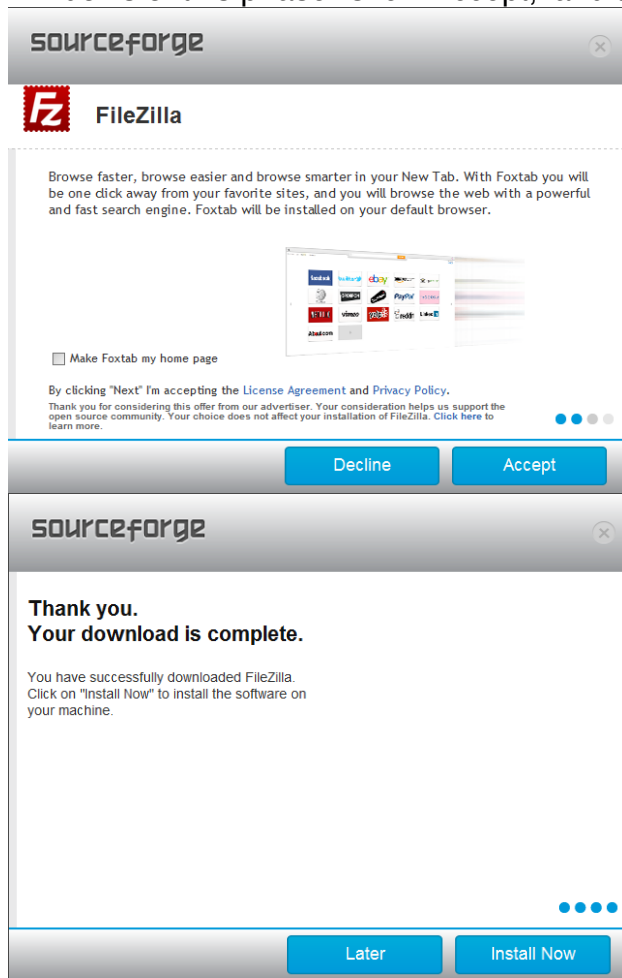
7. **Now you are actually installing FileZilla itself.** Click 'I agree.'
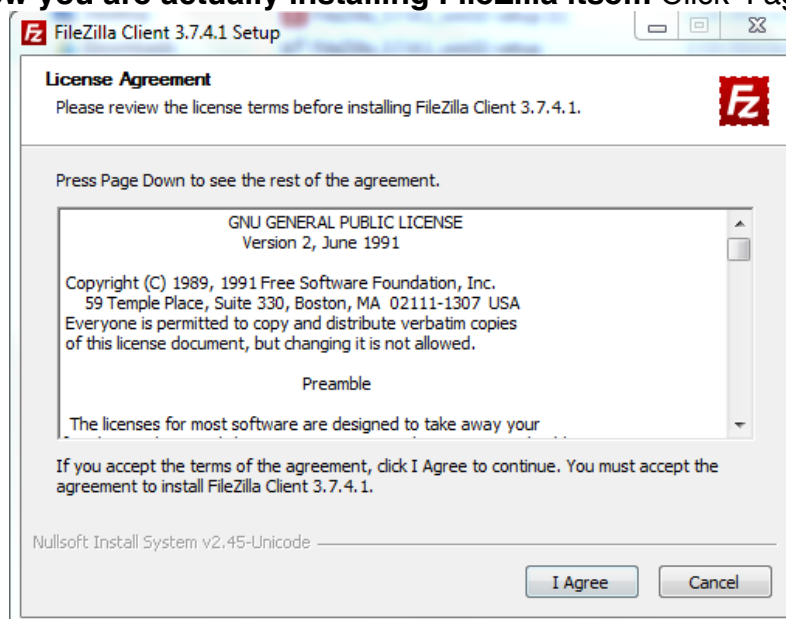
8. Follow the prompts, choosing 'Next' when you can right up until you get to the 'Install' screen. Click 'Install.'
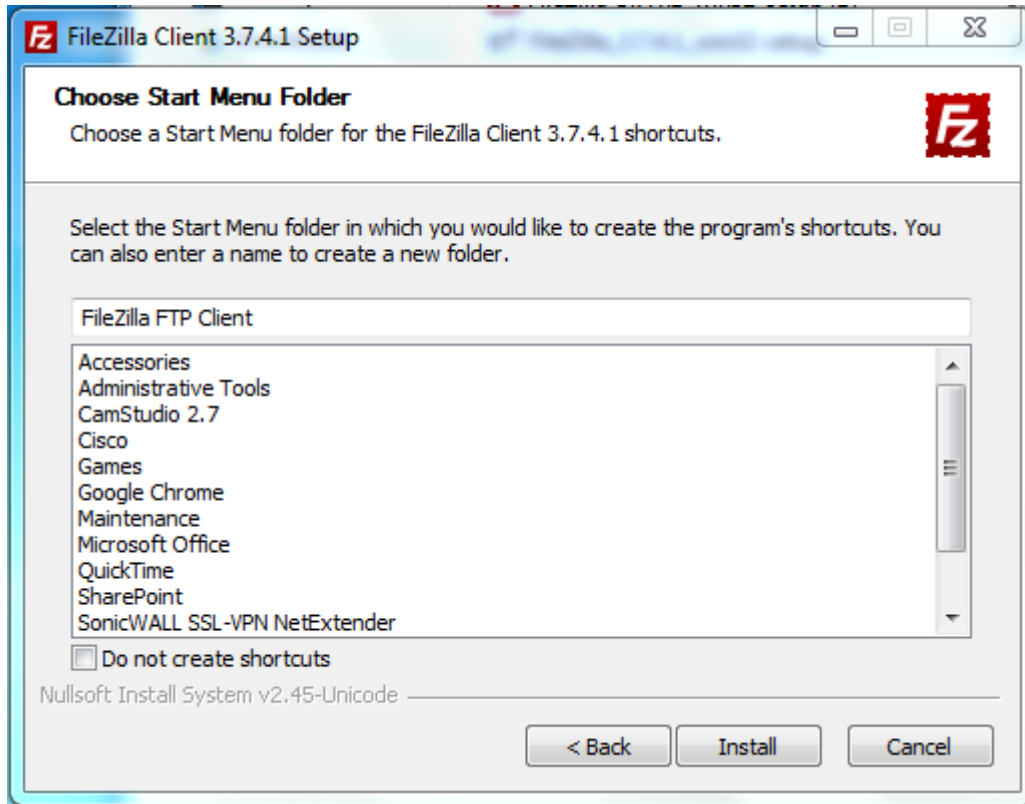
9. This is what the finish screen looks like. Click 'Finish.' You can now use FileZilla to upload program files to the Edina Playback Facility's FTP server. FileZilla should be accessible from your Windows Start Menu in the same manner your other program files are accessible. **Skip to Step 13 to begin using FileZilla.**

10. Click the big green 'Download Now' button. You will be redirected to another screen where the download should then begin automatically.
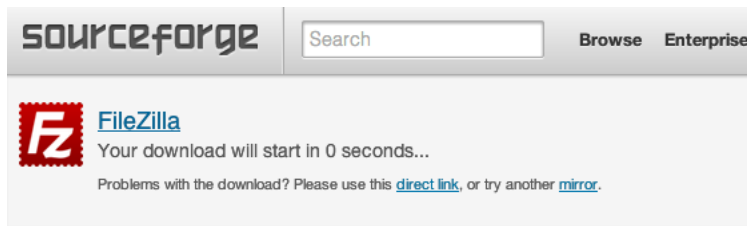
11. Navigate to the folder where your computer stores downloaded files. On a Mac, this is usually the 'Downloads' folder. Look for the 'Filezilla-apple-darwin-yadda-yadda.bz2' file and double-click it. This will start the install.
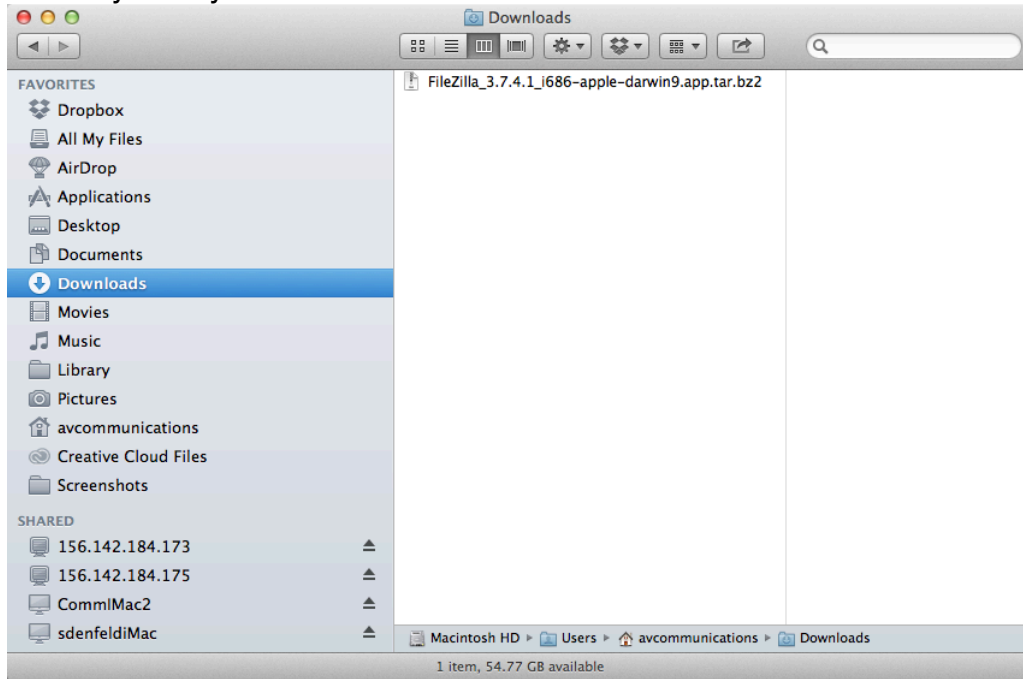
12. When the installation process is complete, Filezilla will create a program icon in the very folder where the downloaded program was saved. The icon will look like a red postage stamp with a big 'FZ' in the middle. You will want to drag this icon to your desktop or to your dock. That is where the program will live.
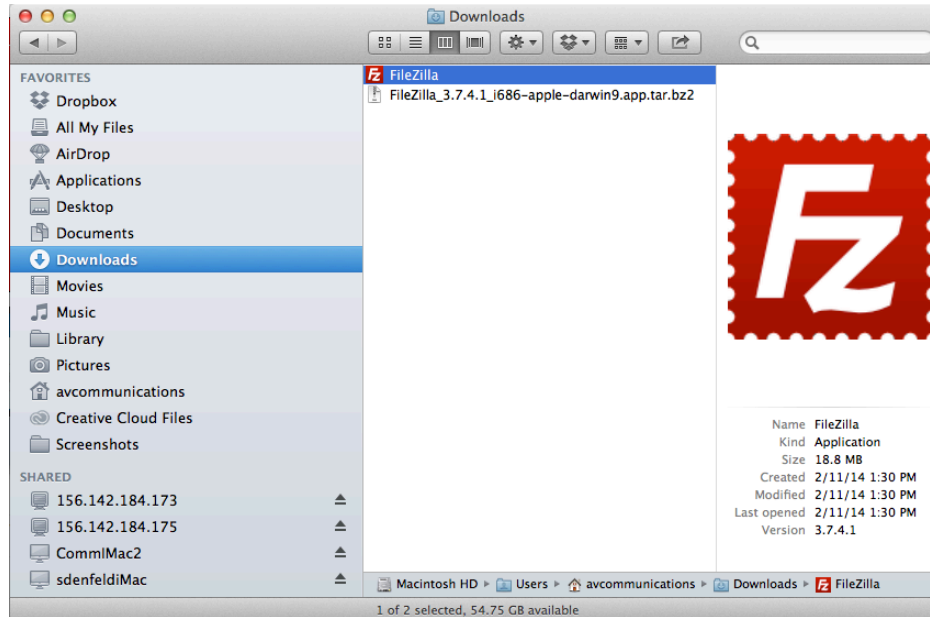
Every once in awhile, Filezilla will prompt you to download a newer version of itself. You can if you want…or not. If there is an important reason for Access Producers to update, EPF will likely send out a communication to that effect. If you do update, please keep in mind that the new installation will give you another red postage stamp icon. Trash the previous one, (on your desktop or in your dock), and drag the new one to its place.

13. Open the Filezilla program. The interface will look like the window below. Enter ftp://swtv.edinamn.gov into the **Host** text field, and the username and password you requested from the Edina Playback Facility into the **Username** and **Password** text fields, respectively. Hit 'Quickconnect' when you are finished. (If you cannot successfully connect, please try using 'sftp' as opposed to 'ftp' in the Host field. You may get a warning that the server you're trying to connect to cannot be verified. Connect anyways.

Please contact the Community Television Administrator if you are having connectivity issues.

Hit 'Quickconnect' when you are done entering the information

This is the 'Password' field. Here you will enter the password you requested from the Edina Playback Facility.

This is the 'Username' field. Here you will enter the username you requested from the Edina Playback Facility.

This is the 'Host' field. This is where you will enter '*ftp://swtv.edinamn.gov*.' Some users may have to use '*sftp://swtv.edinamn.gov*.'

14. When you are connected, you will want find the program file on your computer and upload it to EPF's FTP server. The left pane represents your computer. Navigate through the folders to where your program file lives. (If you followed EPF's help document, "Convert Your DVD Using MPEG Streamclip," then your program file likely resides on the desktop.)

The bottom right pane represents your folder on the FTP Server. When you connect using your username and password, you will automatically be placed in the area where you need to upload your file.

The left side of the screen represents the folder structure on your computer. Navigate to the folder where you have saved your program file.

The right side of the screen represents the FTP server. By logging in with your own username and password, you will automatically be placed in your own dedicated folder on the server.

15. Either click on the program file in the left pane, and drag & drop it into the right pane OR click on the program file with your 2nd mouse button and choose 'Upload' from the menu. Either way, the upload process will begin. Your internet speed will largely determine how quickly this process takes to complete.

FileZilla screenshot showing the application interface.

ngage@swtv.edinamn.gov – FileZilla

Host: swtv.edinamn.go | Username: ngage | Password: •••••• | Port: | Quickconnect

Status: Directory listing successful
Status: Retrieving directory listing...
Command: CWD /15_Public/NathTest
Response: 250 "/15_Public/NathTest/" CWD command successful.
Command: PWD
Response: 257 "/15_Public/NathTest/" PWD command successful.
Command: PASV
Response: 227 Entering Passive Mode (156,142,184,171,227,6)
Command: MLSD
Response: 150 Opening data connection for file list.
Response: 226 Directory transfer complete. (generate:0ms)(send:0ms)

Local site: /Volumes/Macintosh HD/Users/avcommunications/Desktop/

Remote site: /

.adobe
.android
.cups
▶ .dropbox
▶ .dvdcss
.filezilla
Applications
Autosave Vault
Creative Cloud Files
▶ Desktop
▶ Documents
Downloads
▶ Dropbox
▶ Library

Empty directory listing

Filename	Filesize
PEGASUS	946,20
Outside Production Tracking Form I.pdf	120,3...
Other Projects	946,2
NRL 2013 Edina Art Fair May 31 – June 2.pdf	181,1
NGageMileage0314.xlsm	11,6
NGage alias	1,941,04
My Weekly Show_Eps 1_010114.mpeg	1,342,325...
Minnesota Association of Community Telecommunications Administ...	242
Mileage Log and Reimbursement Form.xlsm	11,120
Lil Ghost.png	24,059
Learn the Basics of Production Audio (And How to Build a DIY Boom ...	332
How to Embed iCal Into HTML	eHow.webloc	275
High Quality Printing – Print & Mail Services	Postcard Printin.webloc	261
Give yourself a year-long assignment– The Practicing Photographe....	433
EP Tightrope	945,552
ED_Cablecast Request Form_I.pdf	883,091
Downloads alias	2,005,152
Comm G Drive	945,616

Selected 1 file. Total size: 1,342,325,747 bytes

Empty directory.

Queue: empty

Drag and drop your program file from the lower left pane to the lower right pane. You can also click on the file with your 2nd mouse button and choose 'Upload' from the menu.

Zoomed-in view of the file list with right-click context menu.

Outside Production Tracking Form I.pdf — 12
Other Projects — 94
NRL 2013 Edina Art Fair May 31 – June 2.pdf — 18
NGageMileage0314.xlsm — 1
NGage alias — 1,94
My Weekly Show_Eps 1_010114.mpeg — 1,342,
Minnesota Association of Community T
Mileage Log and Reimbursement Form — 1
Lil Ghost.png — 2.
Learn the Basics of Production Audio (

Selected 1 file. Total size: 1,342,325,747 byt

⬆ Upload
⬆ Add files to queue

Open
Edit

Create directory
Refresh

Delete
Rename

16. Verify that the size of the file looks right. Most program files that get submitted for SWTV are over 1 gigabyte. (1,000,000 bytes.) Programs that are an hour or longer can even be 2–4GB depending on some of the file export settings used. If you see that the file is only, say 500 bytes, then you can assume that the file transfer failed. Try the upload process again.
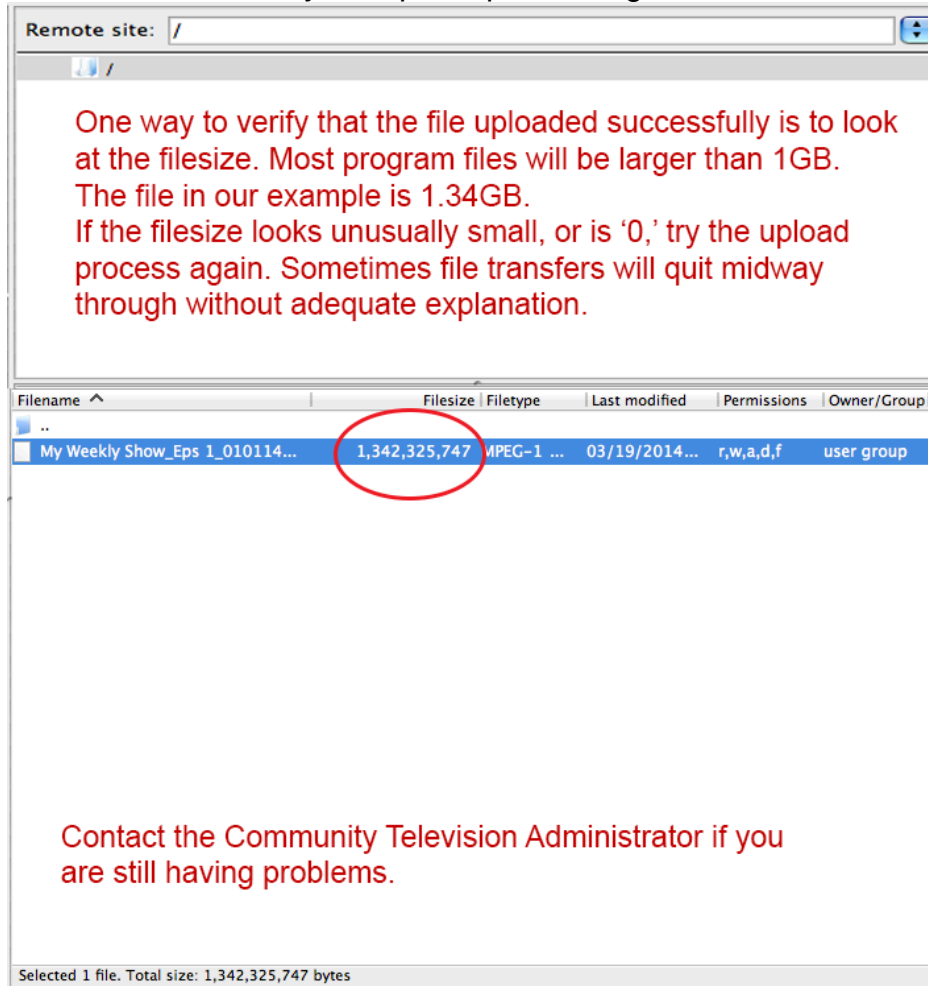
17. Make sure to logout of the server before exiting the program.

Host: swtv.edinamn.go Username: ngage Password: ●●●●●● Port: [Quickconnect ▾]

T O R
Response: 226–Upload File Size:1342325747 b   ec. MD5=3f420e38972f567dfcb48f59ca1e3044
Response: 226 Transfer complete. MD5=3f420   48f59ca1e3044 ("/15_Public/NathTest/My Weekly Show_Eps 1_010114.mpeg" 1342325747) STOR
Status: File transfer successful, transferred 1,   s in 22 seconds
Status: Retrieving directory listing...
Command: PASV
Response: 227 Entering Passive Mode (156,142,18 171,2
Command: MLSD
Response: 150 Opening data connection for file list.
Response: 226 Directory transfer complete. (generate:0ms)(send:0
Status: Directory listing successful

Click the red 'X' when you are finished to logout.

Local site: /Volumes/Macintosh HD/Users/avcommunications/Desktop/

Remote site: /

▸ .Trash	
.adobe	
.android	
.cups	
▸ .dropbox	
▸ .dvdcss	
.filezilla	
Applications	
Autosave Vault	
Creative Cloud Files	

| / |
| .. |

Filename ∨	File
PEGASUS	94
Outside Production Tracking Form I.pdf	12
Other Projects	94
NRL 2013 Edina Art Fair May 31 – June 2.pdf	18
NGageMileage0314.xlsm	1
NGage alias	1,94
My Weekly Show_Eps 1_010114.mpeg	1,342,
Minnesota Association of Community Telecommunications Administ...	
Mileage Log and Reimbursement Form.xlsm	1
Lil Ghost.png	2
Learn the Basics of Production Audio (And How to Build a DIY Boom ...	
How to Embed iCal Into HTML	eHow.webloc	
High Quality Printing – Print & Mail Services	Postcard Printin.webloc	
Give yourself a year–long assignment– The Practicing Photographe....	
EP Tightrope	94
EP_Cablecast_Request_Form_I.pdf	88

Filename ^	Filesize	Filetype	Last mod
..			
My Weekly Show_Eps 1_010114...	1,342,325,747	MPEG–1 ...	03/19/2

Selected 1 file. Total size: 1,342,325,747 bytes

Selected 1 file. Total size: 1,342,325,747 bytes

Queue: empty